



CITY OF RICHMOND PLANNING DEPARTMENT

600 MORTON STREET • RICHMOND, TEXAS 77469

PHONE 281-232-6871 • FAX 281-238-1215

PRE-APPLICATION CONFERENCE REQUEST FORM

Pre-application conference provides a valuable opportunity to discuss your project with various City of Richmond department representatives. These meetings are held every Tuesday morning at 9:00 a.m., 10:00 a.m., and 11:00 a.m. in the City Hall Annex Conference Room located at 600 Morton Street, Richmond, Texas.

To reserve your meeting time, please complete each section of this request form and attach a location map and a site plan of the area you wish to discuss. Submit your form and attachments in person, by email at jduet@richmondtx.gov, or by fax to the attention of Jessica Duet at 281-238-1251, as soon as possible. Staff will call or email you to confirm your meeting on the Friday prior to the meeting. If the date and time you requested is not available, we will offer other dates/times as they are available.

Requested Date and Time	
Contact Person	
Phone Number	
Email	
Project Location	Specific address with a street name of the site or detailed description of the location
Brief Project Description (include a site plan and location map)	Lot size: Proposed use: Proposed square footage of building, or number of lots:

Representatives from the following departments will be present at the meeting:

Planning Department City Engineer Building Department Public Works Department

Fire Department Fire Marshal

Please contact Jessica Duet at 832-759-5036 with questions, and to confirm receipt of your information. Meeting reservations are not firm until this information is received and you have confirmation.

Vesting Disclaimer

I understand and agree that a pre-application conference is voluntary and intended to be informational sessions only and do not substitute for my own diligence in determining all requirements that may apply to my development. No representation made during a pre-application conference can modify the regulations that apply to my project. Furthermore, I agree that this request and everything that occurs during the pre-application conference, including but without limitation any questions asked or answers given, shall not constitute a formal application for purposes of vesting under the Texas Vesting Statue.

Property Owner/Agent Signature

Date